

## VACANCY ANNOUNCEMENT

(Announcement Number: 15-16)

The American Embassy in Kathmandu is seeking an individual for the position of Facilities Office Administrator.

**OPEN TO:** All Interested Candidates

**POSITION:** Facilities Office Administrator

**OPENING DATE:** February 27, 2015

**CLOSING DATE:** March 13, 2015

**WORK HOURS:** Full-time; 40 hours/week

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### BASIC FUNCTION OF THE POSITION

Under the supervision of the Facility Manager and the Chief Engineer, the incumbent serves as a liaison for the Facilities Management Section with regard to logistical arrangements for travel and training, and dissemination of information. The incumbent coordinates within the Embassy sections and with the host government officials on the facilities related issues. The incumbent manages work orders received from all employees across the U.S. Mission properties and distributes to the relevant workshop and foreman for the timely completion of the received work orders. The incumbent also works as a sub cashier and time keeper for the Facilities Management Section.

### QUALIFICATIONS REQUIRED

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of Higher Secondary School is required.
2. At least three years of prior work experience in secretarial, administrative, contracting or any clerical work involving customer service is required.
3. Level IV (Fluent) reading/speaking/writing English is required. Level III (Good Working Knowledge) reading/speaking/writing Nepali is required. English Language ability will be tested.
4. General knowledge of various trades/crafts and terminologies used in the maintenance operations is required. Thorough knowledge of office administrative and clerical work is required. General knowledge of the hierarchy and organizational structures of different ministries of Nepal is required. Knowledge of generally accepted contracting rules and regulations is required.

5. The ability to deal effectively with all levels of customers as well as skilled tradesmen is required. The ability to use various Windows-based computer applications such as MS Word, MS Excel and MS Outlook is required.

## **TO APPLY**

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

## **SUBMIT APPLICATION TO**

Email: [Recruitktm1@state.gov](mailto:Recruitktm1@state.gov) (write “Application for Facilities Office Administrator” in the Subject Line)

Or

Human Resources Office  
G.P.O. Box 295  
Kathmandu, Nepal

**(Please clearly mark your envelope as “Application for Facilities Office Administrator”)**

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Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4557 Contact the Human Resources Office for further details regarding this announcement